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JAN 5 1948

BY HAND

MEMORANDUM TO EXECUTIVE FOR I & S

SUBJECT: Annual Inspections for Calendar Year 1948

1. GENERAL:

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a. Inspections of CIA installations overseas for the year 1948 will be based upon a general requirement for inspection of all overseas CIA installations at least once every two years.

b. Inspections of CIA installations [ ] should be based upon yearly inspections as soon as the Inspection and Audit Branch is fully organized.

c. Staff Surveys of the operations of CIA offices in Washington will be on a continuing basis as ordered by the Executive Director and in compliance with Memorandum, Subject "Staff Surveys of Activities of CIO", dated 23 September 1947. Such surveys will be made from an operational basis in close coordination with the management program conducted by the Executive for A & M.

d. Inspections under paragraph a and b shall be conducted only on written directive of the Director of Central Intelligence. Inspections may also be conducted at the request of the appropriate Assistant Director and approval by the Director. This memorandum authorizes the inspections provided in paragraph b.

e. Audit inspections of Unvouchered Funds have been covered by separate memorandum. Upon conclusion thereof, auditors will accompany inspectors on such trips as their presence may be needed.

2. INSPECTION POLICY:

While the functions of inspection as assigned to your office are stated in CIA tables of functions and further amplified by the Inspection Manual, I regard it as highly important that you and your inspectors closely adhere to my general policy which may be summarized as follows:

a. A spirit of helpfulness to CIA personnel in the field and to the parent offices in Washington.

b. The approach to inspections from the point of view of protection and assistance to the appropriate Assistant Director as well as to the Director of Central Intelligence.

c. Inspectors have no expressed or implied command function nor power to issue directives in the field.

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**3. SECURITY POLICY:****SECRET**

The Executive for I & S will exercise extraordinary precaution to insure the security of specific missions assigned, the maintenance of cover, and the complete separation of inspection and audit files from other files of the Office of the Executive for I & S. Access to files and reports of inspections and audits and all other data in connection therewith is restricted to the Director, Deputy Director, Executive Director, Executive for I & S, and the Chief, Inspection and Audit Branch.

**4. PROGRAM FOR 1948:**

The following schedule of inspections for the calendar year 1948 is directed and approved. This schedule may be varied when necessary to meet the current situation. Dates shown are approximate and elapsed time allows for preparation for inspection and reporting thereafter.

<u>Month</u>	<u>Overseas Area</u>	<u>U. S. Area</u>	<u>Staff Surveys</u>
February			OCD
March	South America	IAO - Washington NY - IAO NE - IAO	OO (less FDB)
April	South America	AC - IAO N - IAO	
May	Far East	PC - IAO <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px 0;"></div>	Services Branch <span style="float: right;">STATSPEC</span>
June	Far East	other IAO's S - IAO	Reference Branch Personnel Branch
July	Far East		FDB, OO <span style="float: right;">STATSPEC</span>
August	<div style="border: 1px solid black; width: 200px; height: 70px; margin: 5px 0;"></div>		OCD
September			OO (less FDB)
October	Central America		ORE
November	Central America		Reference Branch
December			FDB

NOTE: In above there is ample time left during fall and winter 1948 for any special inspections of Inter-Agency Offices or other installations which unexpected developments may require. Inspections of overseas installations, not provided for above, will be conducted during the calendar year 1949 or at an earlier date, if found necessary.

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5. Detailed arrangements for the inspections and surveys shown above, including briefing on current situations, cover, etc., will be made through the Executive Director and with the appropriate Assistant Director in each case.

R. H. HILLENKOTTER  
Rear Admiral, U.S.N.  
Director of Central Intelligence

I & S - SE/oh

cc: Executive Director  
Executive for A & M  
Assistant Director, SO  
Assistant Director, GO  
Director's File  
Executive Registry  
Central Records (2)

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